FREDERICK COUNTY DRUG TREATMENT COURT



Participant Handbook

Funding Resources

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All points of view in this document are those of the author and do not necessarily represent the official position of any State or federal agency.



As a participant of the Frederick County Drug Treatment Court (DTC), you are *required* to follow the instructions given to you in Court by the Judge and the DTC staff.

You will be responsible for complying with the recovery and treatment plan that will be developed on an individualized basis by the DTC staff.

This handbook will explain what is required of you and it will help you move through the phases to successful completion. It will also provide DTC program information.

You will be required to complete an "Entry Questionnaire" during your first week in DTC. This questionnaire is required to be turned in at your 2nd DTC appearance.

We encourage you to share this handbook with your family, friends and significant others so they will know about the work that you are doing to become clean and sober. Support from those around you will be extremely important throughout your participation in the program.

"People, Places and Things will influence your chances of a drug free lifestyle."

By the Honorable Robert T. Russell

What is Drug Treatment Court?



The DTC is a court-supervised, comprehensive treatment program for persons whose substance abuse and dependency appears to have contributed significantly to their current arrest and commission of crime.

The DTC program requires a complete commitment to remaining drug and alcohol free as well as leading a law-abiding life. In order to enter DTC, the agreement of the prosecutor, defense counsel, treatment provider, the Drug Treatment Court Judge and defendant is required.

Participating in DTC requires regular court appearances before the Honorable Judge Julie Solt, presiding DTC Judge.

If you are accepted into DTC, you will be required to follow and complete a substance abuse treatment plan. Treatment will include group and individual counseling. Treatment will begin immediately after your first appearance in DTC. You must maintain regular attendance in 12-step self-help meetings, including obtaining a sponsor and a home group.

You will also be expected to obtain and maintain employment and/or involvement in vocational/education programs. A Resource Specialist will be available to assist you in overcoming the stress, difficulties and conflicts that may impede your recovery process. The Resource Specialist will guide you towards community resources that can enable you to learn to live as a healthy citizen; he **will not** do the work for you.

Your role will be to understand and accept that you have a problem with substances and, because of this; you need to make some serious changes in your life. You will be asked to do certain things that you may not want to do, but try to remember that these things are designed to help, not hurt you.

Following all instructions, cooperating with the staff and the Judge, and putting words into actions are all part of your recovery.



Favorable outcome of your charges against you

In most cases, successful completion of the Frederick County Drug Treatment Court program will result in a suspended sentence. In other cases, depending upon a number of factors concerning your success and/or progress in the DTC program, your sentence may be reduced or dismissed. Your attorney will be able to discuss the details of your specific case.

A Second chance

The Frederick County Drug Treatment Court offers you a chance to move forward in your life with the new things you have learned.

A Healthy Lifestyle

The Frederick County Drug Treatment Court program will help you take control of your life in many ways. In addition to learning the skills about how not to abuse substances and commit any more crimes, you will also learn how to become employed, rebuild family relationships, and become a productive member of your community.

We are here to help you. Take advantage of the opportunity You have been given.

The persons who make up the DTC staff only want to see you succeed.

If you take advantage of the assistance offered by the DTC program, you will discover many new ways to make a better life for you and your family.

The Frederick County Drug Treatment Court Staff

Frederick County Circuit Court

Frederick County State's Attorneys Office

Office of the Public Defender

Frederick County Behavioral Health Services – Substance Abuse Services

Department of Public Safety & Correctional Services – Community Supervision

Frederick County Law Enforcement Agencies



If you have any questions regarding the Frederick County Drug Treatment Court program, you may call **Paul Wolford**, the DTC Coordinator at (301) 600-2978.

How long will I be in the DTC program?

The amount of time you spend in the program will be determined by *your* individual progress, but it will be <u>no less</u> than 15 months.

Unless your charges are dismissed, you *WILL* be on standard probation after completion for a specified amount of time.

Remember!

Every participant of the DTC is a unique individual and your program will be designed to meet your specific needs.

While we recognize that addiction is a treatable disease, it is important for you to remember that you are in the Drug Treatment Court program because of a criminal charge.

Always keep in mind that termination from the Drug Treatment Court will result in sentencing on the charge(s) for which you have been convicted.

Part of recovery and growth is... minding your own business.



Consent for the Release of Confidential Information

All members of the DTC team must be able to communicate with each other about your eligibility and progress in the program. Upon entry into the DTC, you will be required to sign "releases of information" to allow this to happen. We will not agree to keep any information secret from the Judge or any other DTC staff member. You must also sign all additional releases, as deemed necessary by the DTC staff.

State and Federal laws require strict confidentiality regarding issues related to substance abuse and treatment. In response to these regulations, the DTC has developed policies and procedures that guard your privacy. You are not to share the names of any other DTC participant or any information that they may disclose outside of the treatment setting. This is true also of others you may meet in treatment or in support group meetings. If you have any questions about confidentiality, please discuss them with your treatment provider.

Drug Treatment Court Participant Agreement

DTC participants are required to sign a DTC agreement. Your lawyer, the State's Attorney's Office, and the Judge will also sign the agreement. Each agreement is written specifically for the participant based upon current charges, and prior criminal history. Your agreement may require more than is listed in this booklet.

Before you sign the agreement, you will have an opportunity to review it with your attorney and have any questions answered.



Treatment will be provided through a team approach. The treatment team will assess the level and intensity of treatment that will best meet your needs. A recommendation will be made to the DTC staff indicating that the need for detoxification, residential or outpatient treatment.

TREATMENT PLANS

An "initial" treatment plan will be developed by the treatment team following an overall assessment of your substance abuse history and social situation. The plan will act as a guide for the initial treatment phase. The plan will be maintained by the treatment team and updated as you progresses through the program.

COUNSELING

Participation in counseling is mandatory. This will include both individual and group sessions. Participation in one or both of these will be at the recommendation of the treatment provider.

Attendance at counseling sessions will be reported to the DTC staff as part of your progress report. Prior permission from the treatment counselor must be obtained in order to be excused from a counseling session.

TWELVE-STEP MEETINGS

Attendance will be required at 12-step self-help meetings such as Narcotics Anonymous and Alcoholics Anonymous. The attendance requirement will initially be 90 meetings in 90 days. After this completion, the treatment provider will establish the number of meetings that need to be completed each week.

Attendance is an important part of the recovery process that helps familiarize the participant with the 12-step philosophy, and to develop levels of trust to learn and create social bonds with other people in recovery. You will be required to identify a "home group" to the DTC and Treatment staff.

The DTC Coordinator, DPP Agent or Treatment counselor can provide you with information regarding the time and location of 12-step meetings.

** The participant must provide proof of attendance at each DTC appearance. **

SPONSOR

You must obtain a self-help sponsor. A sponsor is a 12-step group member of the same gender with significant sobriety (at least one year) who can assist you on a personal level with sobriety, personal problems, working the steps, etc. Ask at a meeting for a temporary sponsor until a permanent can be obtained.

DRUG COURT JOURNAL

Upon admission into the DTC, all clients will be provided a Drug Court journal. The purpose of the journal is to provide the participant a tool for self-examination and personal reflection. This journal covers program-related topics, including identification problems, digging into your history, thinking errors, exploration of values and relapse warning signs.

This journal must be fully completed and turned into the DTC Coordinator or Resource Specialist before you can be considered for promotion from Phase 1 onto to Phase 2 of the DTC program.

Court Supervision

You will be required to appear before the DTC Judge on a regular basis. The Judge will be informed on your progress in the treatment program and on supervision.

The DTC Coordinator will compile progress reports that will include drug tests results, attendance at treatment and support group meetings, supervision case notes, and overall-attitude to treatment and recovery.

The DTC Judge may ask you about your progress and discuss any problems that may have arisen. If doing well, the participant will be encouraged to continue to work the DTC program and continue to move towards graduation. If not doing well, the DTC Judge may discuss these issues with you and implement staff recommendations for sanctions and/or treatment plan adjustments.

In the event of DTC violations (i.e. missed or dirty urine screens, failure to attend individual or group counseling, failure to attend 12-step meetings, etc.) sanctions may be imposed by the DTC Judge. Repeated violation of the program expectations, and failure to progress satisfactorily, may result in termination from the DTC program.



Failure to appear at DTC on the date and time scheduled may result in a warrant being issued for your arrest.

If you cannot appear at DTC as scheduled, the DTC Coordinator must be notified as soon as possible.

Attendance is **MANDATORY** at your scheduled treatment sessions, supervision appointments, court dates and any other DTC referral appointment.

You are expected to **BE ON TIME** for all scheduled appointments. If you are late, you may not be allowed to attend, may be considered absent and a sanction may be imposed.

Drug Court Program Rules

These are general requirements but not comprehensive list

Data	Nomo•
unless overturned by	a lab confirmation.
result and reported to	the DTC staff for potential sanctions. "A positive is a positive"
ALL POSITI	IVE drug screens and/or SCRAM results will be viewed as a positive
emergency.	
of all over-the-count	er and prescribed medication(s) <i>prior</i> to being taken, unless in an
<i>INFORM</i> the	e DTC Coordinator/Resource Specialist and your treatment counselor
Bars and liquor store	es are off limits. You may not purchase liquor for any reason.
DO NOT EN	TER establishments whose primary function is the sale of alcohol.
DO NOT PO	PSSESS any illicit drugs, alcohol or weapons.
(arrest or otherwise)	with law enforcement.
<i>NOTIFY</i> the	e DTC Coordinator or Resource Specialist of all contacts or interaction
<i>OBEY</i> all law	ws of the State of Maryland.
address, phone and/o	or employment <i>before</i> the change occurs.
<i>NOTIFY</i> the	DTC Coordinator or Resource Specialist of any changes in your
an appointment, you	must contact the provider <i>before</i> the appointment for instructions.
participate and would	d be considered as absent for the meeting. If you are unable to attend
and meetings with th	ne probation agent. If you are late, you may not be allowed to
<i>ATTEND</i> an	d ARRIVE on time for all treatment sessions, support group meetings
contact the Coordina	ntor immediately.
DO NOT MI	SS any assigned DTC court date. If there is an emergency, you must
be allowed to remain	in the program.
This will take your b	est effort and truthfulness. Participants who are not truthful will not
ALWAYS TE	ELL THE TRUTH. Overcoming chemical dependency is not easy.

Drug Court Program Rules

These are general requirements but not comprehensive list

Doto:	Nama
treatment dates	s, and times, etc.
<i>USE</i> a	calendar and keep it up-to-date with your court dates, meeting dates,
Program.	
<i>COMP</i>	PLETE 40 hours of community service thru the Alternative Sentencing
in a timely man	nner.
permits require	e a 15-day processing period. It is your responsibility to apply for the permit
	y for a travel permit with the Coordinator or Resource Specialist. Travel
	EST AND RECEIVE permission from DTC staff for all out-of-state travel.
	OT LEAVE the Frederick County without permission from the DTC staff.
identification.	
_	able to hear the police officer/deputy at door and provide proof of
	PLIANT with DTC curfew from 10pm to 6am until further notice. You are
·	nterfere with their recovery.
	OT ENTICE or COERCE another DTC participant into doing anything that
	tion in a calm manner and accept what is being asked of you.
	OT ARGUE with the Judge or DTC staff. If you disagree with something,
inappropriate.	
	I themes or promoting or advertising alcohol or drug use is considered
	S appropriately for court and treatment sessions. Clothing bearing drug or
result in termir	nation from Drug Court.
inappropriate b	behavior will not be tolerated and will be reported to the Court. This may
inappropriate r	nanner (i.e. verbal, sexual, or physical harassment). Violent; dishonest or
DO NO	OT MAKE threats toward other participants or staff or behave in a violent or

DRUG AND ALCOHOL TESTING

One of the primary goals of the DTC is to help you remain abstinent from all non-prescribed drugs and alcohol. You will be tested throughout the entire program. The DTC staff will have access to all drug test results including any failures, refusals to test and/or adulterated tests. A drug test may be required of you at any point. A positive test, failure to submit to test or within specified time constraints, and/or admission of use may result in a sanction, change in treatment planning or dismissal from Drug Court. Drug testing may be conducted at the treatment facility, during court appearances, during home visits or at any other time.

YOU ARE REQUIRED TO IMMEDIATELY AND VOLUNTARILY REPORT ALL DRUG OR ALCOHOL USE TO TREATMENT, PROBATION AND THE JUDGE AT EACH COURT APPEARANCE.

You will be given an identifying color and a drug testing hotline phone number. You are to call the hotline **daily**. When your color is called, you will be given from 8 a.m. until 4 p.m. to submit to testing. The daily testing schedule will be available beginning at 6 a.m. until 1 p.m. The Resource Specialist or DTC Coordinator will conduct the drug testing. Participants will be subjected to random drug screen. This is at the discretion of the DTC Staff. If called for a random drug screen, you must report by the end of the business day or as directed by the DTC Staff.

My	drug	testing	color is:	
-				

SCRAM Alcohol Monitoring Unit

This unit will test for alcohol consumption by transdermal testing or through sweat vapors. A small bracelet will be placed around your ankle. It will test throughout the day and report the results to the DTC Coordinator & Resource Specialist when downloaded in the DTC office two times per week.

The SCRAM Alcohol Monitoring unit will be used on **ALL** Phase 1 participants and on a case-by-case basis for all other phase participants. All participants who are required to wear the SCRAM ankle bracelet must sign a "User Agreement." The cost for the daily monitoring fee may be at the expense of each individual participant.

PRESCRIPTION MEDICATION

Inform the DTC Staff or treatment counselor PRIOR to taking any medication, including those prescribed by a physician (unless in an emergency) or over-the-counter. A Notice of Participation in Drug Treatment Court form has been provided on page 20. It must be used every time you go to a Doctor or Dentist's office. A list of authorized over the counter medication is also available on page 21.



The DTC will be using a system of immediate sanctions and incentives designed to specifically address program infractions and accomplishments.

The incentives and sanctions will be disbursed at the discretion of the DTC staff based upon completion of tasks/milestones or the severity of an infraction.

Incentives will be given as a result of observable, positive progress towards case plan goals (e.g. promotion from phase level, clean and sober milestones, educational/vocational achievement or accomplishments of assignments).

The DTC Coordinator, Resource Specialist, Probation Agent and Treatment Counselors will hand out incentive cards acknowledging your achievement. A weekly incentive will be given to the Phase 1 and 2 participants who have collected the most cards since the last court date.

Sanctions will be given as a direct result of a prohibited activity (e.g. positive drug tests, missed treatment appointments).

Sanctions will be delivered immediately by the DTC Judge with input of the DTC team at weekly status hearings, or at any other time as deemed necessary by the DTC staff.

The sanctions that will be used include, but are not limited to: verbal reprimand; workbook; penalty box; increased drug testing; increased reporting to Resource Specialist; curfew re-implementation; additional community service hours; SCRAM – Alcohol Monitoring Device; increased drug & alcohol self-help groups; court appearances or probation supervision; phase demotion; jail time; or, ultimately, termination from Drug Court.

Random Polygraph Examinations

DTC Participants may be subjected to random polygraph examinations. These examinations are designed solely for the purposes of verifying adherence to the DTC program policy and procedures. Information obtained in these polygraph examinations <u>will</u> <u>not</u> be used as the basis for potential new charges against the participant. Questions will focus on curfew violations, attending self-help meetings, falsifying self-help slips, completing community service assignments, etc. The polygraph examination will be administered by a trained examiner from the Frederick County Sheriff's Department.

WHAT HAPPENS IF I DON'T FOLLOW THE RULES?

If you break the rules of the DTC program you may be subjected to a sanction or termination from DTC.

For example:

- New arrest or police contact
- Leaving a treatment program against recommendation of treatment
- Breaking the rules at a treatment facility
- Positive drug and/or alcohol tests
- Failure to submit to a drug test
- Attempts to dilute urine for drug tests
- Missing or arriving late for group or individual treatment or any other DTC appointment
- Missing or arriving late for DTC status hearings
- Failure to follow the directions of the DTC Judge, Coordinator, Probation Agent, or Treatment Provider

Termination from the DTC

Termination criteria are the guidelines used to unsuccessfully release a participant from the DTC program. The DTC Judge will make the final decisions regarding all terminations from the DTC program. Termination proceedings will comply with the use of sanctions and will be used as a last resort.

- A current DTC participant that would be charged with a new criminal case that would disqualify them from being eligible for the DTC
- Acts of violence
- Exhibiting non-compliance in accordance with DTC Policy & Procedures Manual *
- Repeated failure to appear for DTC status hearings, appointments or drug tests *
- Demonstrating a lack of DTC program response or treatment progress by failing to cooperate with treatment
- Failure to secure full-time employment or education as directed
- Failure to pay required restitution or in accordance with a payment plan
- Medical problems that interfere with treatment (administrative discharge)
- Unfavorable ninety day evaluation
- Voluntary quitting the DTC program

^{*} Non-compliance and/or failures to appear are at the discretion of the DTC staff.

STEPS TO SUCCESS

The Frederick County DTC is a three-phase program that will last approximately 15 months. However, the total length of the program is based upon individual progress.

The Phases are defined as:

Phase 1 is Stabilization

Phase 2 is Intensive Engagement & Participation

Phase 3 is Continuing Care

Each Phase consists of specific treatment goals, activities and requirements that you must meet in order to move to the next phase.

The DTC phases are separate from the substance abuse treatment phases.

Remember!

Every participant of the DTC is a unique individual and your program will be designed to meet your specific needs.



Phase Requirements

The Following are GUIDELINES for DTC Phase advancement

The Staff has the discretion to modify any phases on an individual basis as needed

Phase I – No Less Than 120 Days

- Minimum of 30 consecutive days of sobriety
- Appear in Court WEEKLY or as ordered otherwise
- Attending drug and/or alcohol self-help as directed
- Abide by DTC imposed curfew (10PM-6AM)
- Living in DTC-approved housing
- Completion of Drug Court Journal
- Compliant with all DTC appointments including employment and education referrals
- Cooperating with mental & physical health referrals
- Begin the process of:
 - o Obtaining MVA photo identification card
 - o Obtaining PAC card
- Law abiding and no new offenses
- Compliant with treatment plan and recommendation from Treatment Counselor for phase advancement

Phases II – No Less Than 150 Days

- Continued abstinence from CDS and alcohol
- Appear in Court **EVERY OTHER WEEK** or as ordered otherwise
- Promotion from lower phases of treatment
- Attending drug and/or alcohol self-help as directed
- Abide by DTC imposed curfew (10PM-6AM)
- Living in DTC-approved housing
- Stable, DTC approved employment or school for 3 months minimum (unless there is a documented disability)
- Compliant with mental & physical health treatment
- Begin 40 hours of community service thru the Frederick County Sheriff's Alternative Sentencing Program
- Law abiding and no new offenses
- Compliant with treatment plan and recommendation from Treatment Counselor for phase advancement

Phase III – No Less Than 180 Days

- Continued abstinence from CDS and alcohol
- Appear in Court MONTHLY or as ordered otherwise
- Attending drug and/or alcohol self-help as directed
- Completed GED, vocational or technical school
- Participation with Youthful Offenders Program or other community-based programs as directed
- Continued stable, DTC approved employment or school (unless there is a documented disability)
- Living in DTC-approved housing
- Compliant with mental & physical health treatment
- Law abiding and no new offenses
- Participant must submit a "Graduation Application (see explanation below)
 - This is a neatly written or typed 3-5-page essay that will address your understanding of personal problems of addiction, criminal behavior and relapse prevention.
- DTC staff agrees that you have sufficiently integrated the information to support recovery
- Compliance with and conclusion of treatment plan and recommendation from Treatment Counselor for graduation

Graduation Application

The Graduation Application will be due, at least, two weeks prior to graduation. It should be a 3-part essay. Each part should be at least one 8.5×11 page long.

In the 1st part, you are to describe your life during their substance abusing past.

- 1. My personal problems of addiction.
- 2. My Criminal thinking/behavior and where it led me.
- 3. How I finally ended up in Drug Court.

In the 2nd part, you are to describe your experience in Drug Court.

- 1. How I felt getting started in Drug Court.
- 2. What worked the best for me in Drug Court.
- 3. What I am thankful for from my time in Drug Court.

In the 3rd part, you are to describe your Relapse Prevention Plan.

- 1. What I am going to struggle with.
- 2. What I learned in Drug Court.
- 3. How I am going to apply what I learned.





This is the time to celebrate your transition into a new, healthy lifestyle!

It **DOES NOT** mean the end of working hard at your recovery. Staying clean and sober is a lifelong marathon. You will be able to invite your family and friends to join you at the DTC Graduation Ceremony.

At your graduation, you are encouraged to maintain ties with the staff and other successful participants in an aftercare/alumni group. This will give you a chance to help new participants, maintain positive relationships with people who can help you with your relapse prevention plan, and socialize in a sober environment with friends.

You will be asked to complete and "**Exit Questionnaire**" at the time of completion of the DTC program. This questionnaire is designed to assist the DTC in strengthening our program.

Recovery is a lifetime effort!

Frederick County Drug Treatment Court

SIXTH JUDICIAL CIRCUIT OF MARYLAND

Paul Wolford Drug Treatment Court Coordinator (301) 600-2978, fax (301) 600-6761 Frederick County Courthouse 100 W. Patrick St., Room 130-131 Frederick, MD 21701

Dear Medical Professional:	
program incorporates intensive substance abuse random drug screens. This program requires stric substances, as well as those that have the propent	ant in the Frederick County Drug Court program. This treatment, thorough community supervision and frequent, ct adherence to avoiding and abstaining from illegal sity to be abused, including narcotic painkillers. Any use ion is not recommended without the knowledge and consent by treatment providers and/or Drug Court staff.
any type of pain medication for her/him. Preferal pain management is necessary for our participant	er that fact upon prescribing any medication, particularly bly, I encourage the use of non-narcotic analgesics when ts. The Drug Court staff appreciates your attentiveness to reatment to this patient and thank you for your support in
	by telephone at (301) 600-2978 or by email at y issues relating to this patient and supervised treatment.
Sincerely,	
Paul Wolford	
Paul Wolford, Coordinator Frederick County Drug Treatment Court	
Acknowledgement of Receipt by Medical Profes	ssional:
Received by:	Date received:

Frederick County Drug Treatment Court Authorized Over the Counter Medications

ANALGESICS- PAIN & FEVER RELIEF	COUGH, COLD & FLU MEDICINES
Advil	Robitussin Chest Congestion only
Aleve	Luden's Cough Drops
Alka Seltzer – Original Effervescent Antacid Pain Reliever	Hall's Fruit Breezers
Alka Seltzer – Extra Strength Effervescent Antacid Pain Reliever	Than 3 Frant Dicezers
Aspercreme Aspercreme	CANNOT take any with
Bayer Asprin	the ingredient "Dextromethorphan"
Ecotrin Ecotrin	the ingredient Dextromethor phan
Motrin	STOMACH MEDICINES
Nuprin	Alka Seltzer – Original Effervesent Antiacid Pain Reliever
Orudis KT	Alka Seltzer – Extra Strength Effervesent Antiacid Pain Reliever
Tylenol	Axid AR
Tylener	Basaljel
SKIN CARE	Beano
Benadryl Itch stopping cream	Dul Colax
Clearasil	Exlax Chocolate
Cortaid	Exlax Regular Strength
Cortizone	Fibercon
Dr. Scholls	Gaviscon Extra Strength
Ivy Block	Kaopectate
Lotumin AF	Maalox Antiacid/Antigas Tablets
Oxy 10	Mylanta Liquid
Preparation H Anti Itch Cream	Mylanta Double Strength
Preparation H Anti Itch Cream	Mylanta Maximum Strength Liquid
ALLED CV & CINILO DAIN DELICE	Mylanta AR
ALLERGY & SINUS PAIN RELIEF Nasalcrom	Pepcid AC
	Rolaids
Loratadine Deskist Allerses	
Dayhist- Allergy	Pepto-Bismol Phillips Gelcaps
Zyrtec	Phillips Milk of Magnesia
EVE EAD & MOURIL CADE	
EYE, EAR & MOUTH CARE	Tagament HB (unless on Methadone) Tums
Naphcon A	TWING
Ocuhist	Tylenol Headache Plus Extra Strength
Opcon A	Zantac Z5
Vas O Con A	VOMPTNO O MOTION GIGENIEGO
EEL (TAILLIE DOODLICES	VOMITING & MOTION SICKNESS
FEMININE PRODUCTS	Bonine
Femstat 3	Cola
Gyne Lotrimin 3	Ipecac A di la contra la C
Monistat 7 crème or suppositories	Actidose with Sorbital
Vagisil Anti Itch crème	Charcoaid
Vagistat 1	Charcoaid 2000
CHANNING CERCE ATTOM	Charcoaid Plus DS
SMOKING CESSATION	Charco Caps
Nicorette	Liqui Char
Nicotrol	Actidose – Aqua
Nicoderm	
	Sleep Aids and Stimulants
	None